

**BOARD OF COUNTY COMMISSIONERS**

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Employee Services Division  
Human Resources  
The Historic Gato Cigar Factory  
1100 Simonton Street, 2<sup>nd</sup> Floor  
Key West, FL 33040



September 17, 2009  
Posting Date

**MONROE COUNTY PROMOTIONAL OPPORTUNITY NOTICE**

THE POSITION OF **FIRE RESCUE BATTALION CHIEF (EMERGENCY MEDICAL SERVICES), MARATHON** IS NOW OPEN AT PAY GRADE 10 SALARY, \$46,678.33 - \$57,181.90/40 HPW **(DEPENDING ON QUALIFICATIONS)**

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| <ul style="list-style-type: none"><li>• <b>VETERANS PREFERENCE AVAILABLE:</b></li><li>• <b>SAFETY SENSITIVE POSITION:</b></li><li>• <b>GRANT POSITION (IF GRANT ENDS, POSITION WILL NOT BE CONTINUED)</b></li></ul> | <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO |
| <p>THIS POSITION: <input checked="" type="checkbox"/> IS A CAREER SERVICE STATUS POSITION<br/><input type="checkbox"/> IS NOT A CAREER SERVICE STATUS POSITION</p>  |   |

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of County Commissioners to consider employees for promotional opportunities before applicants from the general public are considered.

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting) during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or routed by the Personnel Representative, whichever is more feasible.

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

DEPUTY COUNTY ADMINISTRATOR

**MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

ADAD009

# MONROE COUNTY

## JOB DESCRIPTION

**Position Title:** Fire Rescue Battalion Chief (Emergency Medical Services)

**Date:** 08/28/09

**Position Level:** 10

**FLSA Status:**

**Class Code:**

### GENERAL DESCRIPTION

Organizes, assesses, implements and maintains Air and Ground Medical Clinical Services and training that will meet the requirements of Federal and State agencies, Fire Rescue, and the medical professional community. Work includes, but is not limited to, the supervision, management, and coordination of Flight and Ground provision of pre-hospital and inter-facility care of critically ill or injured patients; Recruitment and retention of qualified flight nurses, paramedics and EMTs is a major consideration of the position. Oversees and coordinates the protection of life and property, in compliance with County policies and procedures. Responsibilities may include responding to disasters and other emergencies, and maintaining medical equipment, supplies, and medications. This position should possess knowledge of medical physiology, appropriate supplies, equipment and medication in the management of medical emergencies; patient comfort and safety measures; and practices of critically intensive patient care including emergent drug therapy and other life saving procedures. Develops organization-wide medical care program policies and procedures, and critical care transport medical directives. Continually measure, assess, and train flight and ground medical personnel in order to improve/maximize the quality of patient care delivered to medical patients.

### KEY RESPONSIBILITIES

1. \*Applies management principles to organize Emergency Medical Services, including recruiting, screening, interviewing, recommending, hiring, scheduling, and ongoing evaluation of medical flight and ground crew members.
2. \*Recommends adjustment of grievances and evaluates employee performance. Assures employees meet required standards pursuant to Administrative Instruction 5403, Standing Orders and Medical Treatment Protocols, Standard Operating Procedures, General Orders and other official documents that affect operations. Keeps abreast of, complies with, and ensures subordinate compliance with County policies, department rules and regulations. Responsible for overseeing the Provisional Paramedic Program including skills testing and final evaluation. Assures that employees meet required standards of dress, appearance, and conduct.
3. \*Researches and develops programs for the retention of Air and Ground Medical personnel, with primary emphasis on recruitment and retention of flight nurses and paramedics.
4. Develop and annually review organization wide Emergency Medical services program, policies and procedures to evaluate how patients' medical needs are assessed, evaluated and met and modify as necessary.
5. \*Continually assesses the educational needs of medical personnel utilizing direct communication, observation, and retrospective review of medical mission records as mechanisms of data collection. Monitor continuing education of departmental personnel in compliance with local and state requirements.
6. Provide quality assurance review (QAR) of ground and air medical response.
7. \*Makes safety, operational, and education recommendations as related to Emergency Medical Services to Medical Director and MCFR Fire Chief as needs are identified.
8. Coordinates with the EMS Medical Director and MCFR Fire Chief, the appropriate crew configuration, appropriate medication and equipment for specialized critical care medical patient transports.
9. Participate as active member of Trauma Star Safety Committee.
10. \*Coordinates the development and management of Emergency Medical Service training and operational budget (including Trauma Star), including purchasing functions.
11. Assesses, reviews, and makes recommendations regarding the medical billing process, including the evaluation of the billing policies and procedures, patient insurance data collection, and accounts receivable management.
12. \*Reviews medical record documentation of medical responses and makes recommendation for medical record format modifications as needed.
13. Participates as an Instructor when needed in the classroom relating to Emergency Medical services/Pre-hospital care.
14. Serves as the medical liaison to other agencies on matters concerning medical operational procedures, protocols, planning, implementation, direction and control. Prepares, reviews, edits, implements, monitors and enforces medical operating and safety procedures and other policies.
15. Compiles empirical and statistical data and provides written status reports regarding the Emergency Medical program as directed. Prepares, reviews, edits, and recommends plans, studies, and reports regarding Emergency Medical Services.

16. Conducts personnel meetings, maintains contact, communication, and coordination with national, state, and local organizations concerned with Emergency Medical Services and represents the county to other organizations and the general public. Serves as a spokesperson to civic clubs, radio, TV, newspapers, hospital/medical groups, and county residents as it pertains to Emergency Medical Services.
17. Supervises the accountability and control of assets, property, equipment and/or resources assigned to the Emergency Medical program (including on-board medical aircraft equipment).
18. \*Administers advanced life support emergency medical techniques as defined and authorized by the EMS Medical Director and/or on-line physician control and in accordance with Florida law.
19. Keeps abreast of and complies with County policies, MCFR rules and regulations, standing operating procedures and medical treatment protocols. Attends training, drills, and administrative sessions as requested.
20. Maintains medical competency and is prepared to fly as a primary crew member or for the purpose of oversight of flight medical crew training and direct observation of active flight crew members of Trauma Star; and ride-along for observation and evaluation of ground medical care.
21. May act as the incident commander, medical group leader, or other subordinate ICS branch, group, division or similar commander.
22. Performs related duties as requested/required.

\* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

<b>Position Title:</b> Fire Rescue Battalion Chief (Emergency Medical Services)	<b>Class Code:</b>	<b>Position Level:</b> 10
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### KEY JOB REQUIREMENTS

<b>Education:</b>	<u>Required:</u> Associates Degree, or acceptable combination of education and managerial experience. Certification as State of Florida Paramedic. Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), and Pediatric Advanced Life Support (PALS) certifications. <u>Preferred:</u> Associates, Bachelor's or Master's Degree in Nursing, EMS or Health related field. Certification as Registered Nurse. Florida State Certified Fire Officer II or equivalent. Instructor status in any of the identified courses above; Certified Flight Registered Nurse, Certified Emergency Nurse.
<b>Experience:</b>	A minimum of seven years' prior related work experienced required in emergency medical services pre-hospital care, including progressive managerial experience.
<b>Impact of Actions:</b>	Makes decisions and final recommendations which routinely affect the activities of an entire department or class. Position duties may include responsibility for developing strategic plans for one or more divisions.
<b>Complexity:</b>	Analytic: Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
<b>Decision Making:</b>	Analytic: Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
<b>Communication with Others:</b>	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<b>Managerial Skills:</b>	Responsible for providing supervision and management of one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.
<b>Working Conditions/Physical Effort:</b>	Work can involve major physical exertion, and or physical strain at stations or during raining exercises and major emergency incidents. May be exposed to hazardous materials, atmospheres and environments during training and major emergency incidents.
<b>On Call Requirements:</b>	Responds to major emergency incidents to function in the incident command system as command or other assigned support function. On call pending disasters.
<b>Other:</b>	Valid Florida Drivers' License required. Must possess or obtain within one year of employment: State of Florida Minimum Standards Certification as a Firefighter. Must possess or obtain within two years of employment: Florida State Certified Fire Officer II or equivalent. Equivalency to be determined by the Fire Chief.

### APPROVALS

**Department Head:**

Name: James Callahan Signature: James T. Callahan Date: 8-31-09

**Division Director:**

Name: James Callahan Signature: James T. Callahan Date: 8-31-09

**County Administrator:**

Name: Roman Gostis, Jr. Signature: R. G. Gostis, Jr. Date: 9/14/09